

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Madson Bike Week; Bikes, Buses, and Brownies
Event Organizer/Sponsor: City of Madison; Metro Transit and Madison Metropolitan Planning Organization
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No
MANDATORY: State Sales Tax Exemption Number: ES#: 008-1020421147-08
OPTIONAL: Federal Tax Exempt Number: 39-6005507
Address: 210 Martin Luther King Jr. Blvd Room 406
City/State/Zip: Madison, WI 53703
Primary Contact: Shanae Meacham Work Phone: 608-266-4466
Email: smeacham@cityofmadison.com Phone During Event: 541-212-5120
Website: mymetrobus.com FAX: _____
Secondary Contact: Jessy Stammer Work Phone: 608-266-6545
Email: jstammer@cityofmadison.com Phone During Event: _____
Annual Event? ☒ Yes ☐ No
Charitable Event? ☐ Yes ☒ No
If Yes, Name of charity to receive donations: _____
Estimated Attendance: 30-50 people (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): ☐ Yes ☒ No
Hours: _____ to _____

EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☒ Parking (i.e., bagging meters)
☐ Other: _____

LOCATION REQUESTED

☐ Capitol Square (note specific blocks below) ☐ State St. Mall/800 State Street
☐ 30 on the Square (aka top of 100 block of State Street) ☒ Other (specific blocks/streets requested below)
Street Names and Block Numbers: On E Wilson St. Near 1047 - 1015 E Wilson St. Madison, WI 53703

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 6/6/23 Event Start and End Times: 3:00p - 6:00p
Rain Date (if any): N/A Set-Up Start Time: 2:00p to 3:00p
Take-Down Start Time and End Times: 6:00 - 6:30p
TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? ☐ Yes ☒ No
If class B license is denied, will the event(s) occur? ☐ Yes ☒ No

SM By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature 

Date 5/8/23

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

Metro Bus demo at Bikes, Buses, and Brownies Bike Week event – restrict parking for the afternoon on roughly 3 on-street spots.

No vending, music, or demonstrations are part of this event.

When: Wednesday, June 6 from 2:00p to 6:30p

Where: north-side of E. Wilson St. at Ingersoll, where the street meets the Capital City Bike Trail

Purpose: As part of the Madison Bike Week event, Metro will be tabling with Roundtrip (City of Madison MPO Office), and would like to bring a bus out to the event so bike riders can practice loading and unloading bike from the front bike rack on a bus. We will need to restrict at least 50 ft of parking at the end of the cul-du-sac, north side of Wilson St.

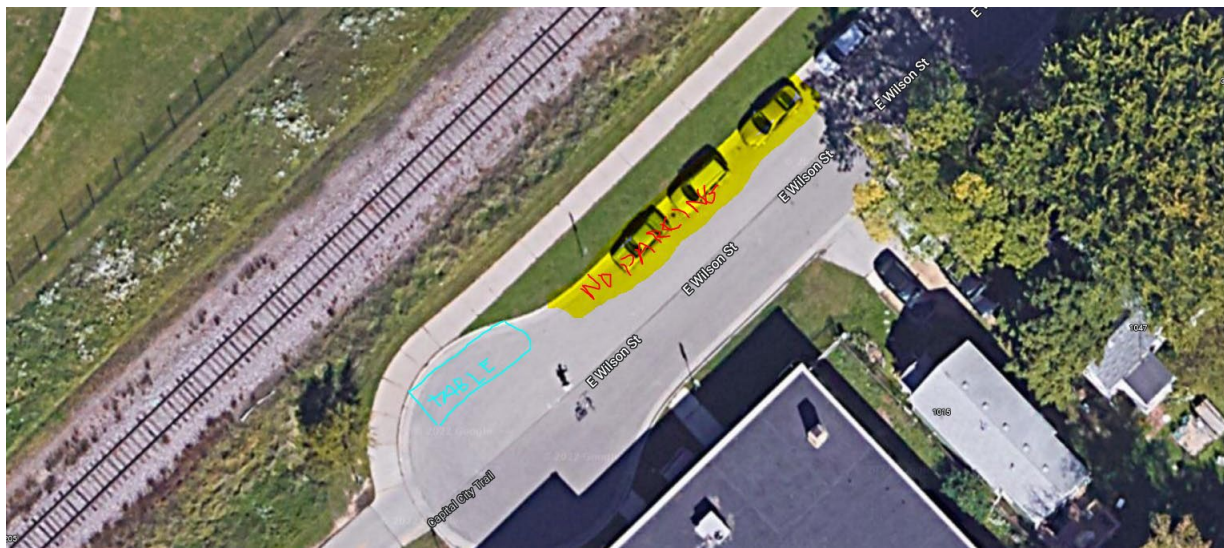
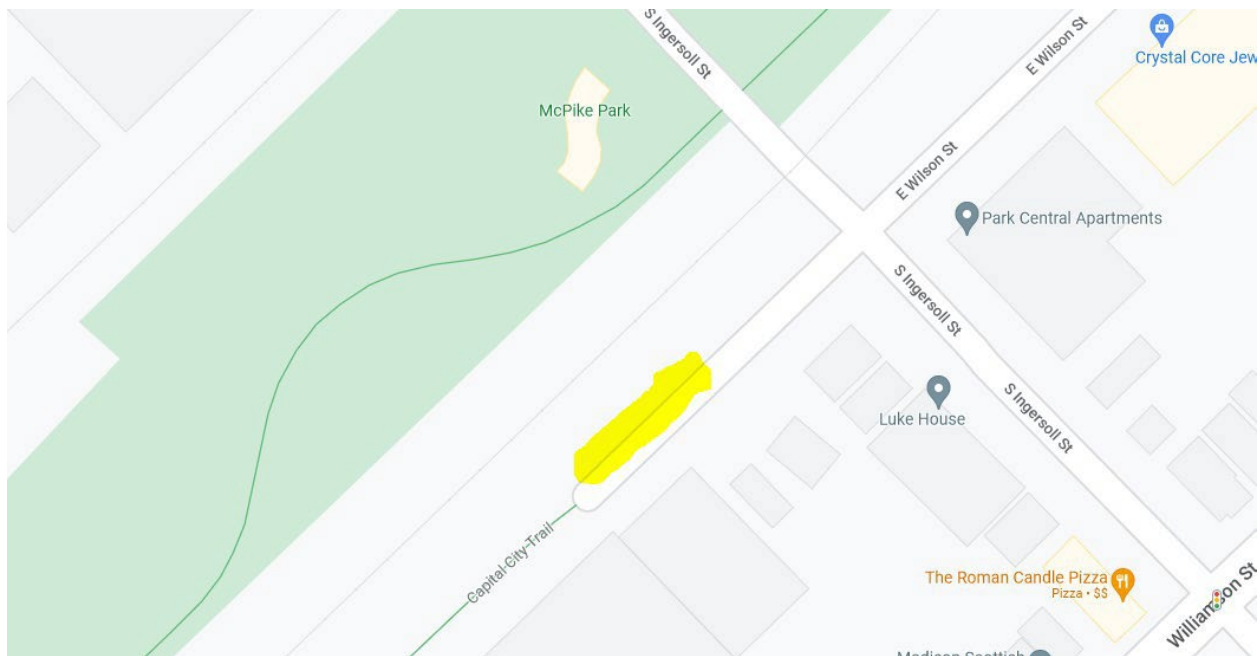
Street Use Permit Application

Metro Bus demo at Bikes, Buses, and Brownies Bike Week event – restrict parking for the afternoon on roughly 3 on-street spots. No vending, music, or demonstrations are part of this event.

When: Wednesday, June 6 from 2:00p to 6:30p (event from 3p-6p)

Where: north-side of E. Wilson St. at Ingersoll, where the street meets the Capital City Bike Trail

Purpose: As part of the Madison Bike Week event, “Bikes, Buses, and Brownies”, Metro will be tabling with Roundtrip (City of Madison MPO Office), and would like to bring a bus out to the event so bike riders can practice loading and unloading bike from the front bike rack on a bus. We will need to restrict at least 50 ft of parking at the end of the cul-du-sac, north side of Wilson St. (highlighted below).



STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Board a Bus at Waterfront Fest

Event Organizer/Sponsor: City of Madison; Metro Transit

Is Organizer/Sponsor a 501(c)3 non-profit agency?

☐ Yes ☒ No

MANDATORY: State Sales Tax Exemption Number:

ES#: 008-1020421147-08

OPTIONAL: Federal Tax Exempt Number:

39-6005507

Address: 210 Martin Luther King Jr. Bld Room 406

City/State/Zip: Madison, WI 53703

Primary Contact: Shanae Meacham

Work Phone: 608-266-6913

Email: smeacham@cityofmadison.com

Phone During Event: 541-212-5120

Website: mymetrobus.com

FAX: _____

Secondary Contact: Jessy Stammer

Work Phone: 608-266-6545

Email: jstammer@cityofmadison.com

Phone During Event: _____

Annual Event?

☒ Yes ☐ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 50 people

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☐ Yes ☐ No

Hours: _____ to _____

EVENT CATEGORY

☐ Run/Walk

☐ Music/Concert

☐ Festival

☐ Rally

☒ Parking (i.e., bagging meters)

☐ Other: _____

LOCATION REQUESTED

☐ Capitol Square (note specific blocks below)

☐ State St. Mall/800 State Street

☐ 30 on the Square (aka top of 100 block of State Street)

☒ Other (specific blocks/streets requested below)

Street Names and Block Numbers: Walton Pl between Rutledge St. and Yahara pl.

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 6/10/23

Event Start and End Times: 11-5:30pm

Rain Date (if any): N/A

Set-Up Start Time: 10a to 10:30a

Take-Down Start Time and End Times: 5:30p-6:00p

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?

☐ Yes ☒ No

If class B license is denied, will the event(s) occur?

☐ Yes ☒ No

SM By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

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Applicant Signature _____



Date 5/9/23

Street Use Permit Application

Metro Bus demo at Bikes, Buses, and Brownies Bike Week event – restrict parking for the afternoon on roughly 3 on-street spots.

No vending, music, or demonstrations are part of this event.

When: Wednesday, June 10th from 2:00p to 6:30p (event from 3p-6p)

Where: Walton Pl. between Yahara Pl. and Rutledge St.

Purpose: Supplementing a portion of the Waterfront Festival, Metro Transit aims to invite neighbors to board a parked bus and learn about the Metro Transit Network Redesign. Bike riders can practice loading and unloading bike from the front bike rack on a bus and Metro Transit staff will be available to answer questions and provide resources to the community about public transit.

